



DANCE

**2019 STATE
CHAMPIONSHIPS INSTRUCTIONS
FOR PARTICIPATING TEAMS**



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@KHSAA



@KHSAAEvents





BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2019 KHSAA State Dance Championships.

Refer to this manual and the important website links included at the end of the document to guide you through preparation for your participation.

KHSAA CONTACTS

The primary contact for dance is Assistant Commissioner Michael Barren (mbarren@khsaa.org).

If Mr. Barren is for some reason not available, Assistant Commissioner Darren Bilberry (dbilberry@khsaa.org) is the backup contact.

Media inquiries should be directed to Communications Director Joe Angolia (jangolia@khsaa.org).

Questions may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff can refer you to the correct party.

QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIPS

Qualifying is dependent upon the number of entries at each regional competition. A link to the number of qualifying teams for 2019 can be found at the end of these instructions.

COMPETITION DATE, LOCATION AND SCHEDULE

DATE

The 2019 KHSAA State Dance Championships will be held on Saturday, Dec. 21 at Valley High School in Louisville, Ky. Performances start at 9 a.m., and will be broken into two (2) sessions.

SESSION 1

- Jazz Small, Hip Hop Large, Pom Large and Jazz Large

SESSION 2

- Hip Hop Small, Pom Small

SCHEDULE

A detailed order of appearance schedule is included as a link at the end of these instructions.

Awards will be presented following each session.

VENUE AND ADDRESS

[Valley High School](#)

[J.C. Cantrell Gymnasium](#)

[10200 Dixie Highway, Louisville, Ky., 40272](#)

TICKETS AND FAN ADMISSION

TICKETS

General Admission tickets will be \$10 per session.

Children 10 and under are admitted free.

The KHSAA State Dance Championships is a NO RE-ENTRY event.

The gym will be cleared between sessions.



FAN ADMISSION

Everyone must enter and exit through the admission gate which will open one (1) hour prior to the start of the first session at 8 a.m. ET.

PRE-EVENT LOGISTICS

CONFERENCE CALL

There will be a brief web conference for participating coaches and athletic directors on Tuesday, Dec. 17 at 2 p.m. ET.

Additional instructions regarding the call will be sent via email once the field is set.

Participants can set up from any location to join the conference and are encouraged to join by computer to view pertinent information, maps, etc.

PRE-CHAMPIONSHIP, ON-SITE MEETING

There will be no mandatory, pre-competition meeting at the venue.

Instead, use the conference call to ask any questions.

PRACTICE

There is no on-site practice time other than the published schedule on the day of competition.

TEAM PACKETS

Upon arrival at the gym, head coaches will receive their packet at the team check-in gate.

Each packet will contain event participation bag tags for participants and coaches.

The tags are labeled either participant or team party and will serve as admission throughout the competition.

PRE-EVENT MATERIALS

Schools should have music copyright information on hand in the event it is requested.

LODGING

The KHSAA has contracted a group rate for participating schools with the following property:

Courtyard by Marriott Louisville Airport, 819 Phillips Ln, Louisville, Ky., 40209

- The price is \$98 per night. Interested schools should call the hotel at (502) 368-5678.

Crowne Plaza Louisville Airport, 830 Phillips Ln, Louisville, Ky., 40209

- The price is \$99 per night. Interested schools should call the hotel at (502) 367-2251.

Schools are responsible for all expenses (travel, lodging, meals) with regard to participation in the event.

Have your school's or Board of Education's Sales Tax Exempt Number with you at check-in to avoid sales tax from being added to the hotel bill.

PARKING

There is ample general parking on-site.

Buses dropping off participants will unload them by the team entrance on the north side of the school and then proceed around the gym to park on the track.

Spaces will be blocked off to allow buses to drop off participants.

The bus driver can then be admitted through the pass gate at the participant entrance free of charge after parking the bus.



BYLAW 22 - REQUIREMENT TO ACCOMPANY

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present along with any student-athlete who is representing a member school. A pertinent section of the bylaw is included below:

“The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests and his or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185.”

POSTSEASON ROSTERS, LIMITATIONS AND SUBSTITUTIONS

POSTSEASON ROSTERS

Team rosters are maintained through the KHSAA member school website throughout the regular season.

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season roster.

Only athletes marked as a postseason participant in the online system from the freshmen, junior varsity or varsity rosters as of the first date of the postseason are eligible to participate in any round.

No additional athletes may be added to the roster following that deadline, including those teams that advance to the state competition.

LIMITATIONS AND SUBSTITUTIONS

In the event of an injury, substitutions can be made in compliance with the Injuries During Competition section of the Competition Rules, included for reference as a link at the end of these instructions.

ADMISSION INTO VENUE

TEAM ENTRY

Teams should enter Valley High School through the team gate (will be marked accordingly).

Each squad will be issued a maximum of four (4) coach's hang tags good for admission.

- A reminder that all coaches/choreographers must meet all Bylaw 25 requirements to be issued a hang tag.
- Each coach must also have completed the "Understanding Copyright and Compliance Course."
- Anyone seeking or issued a hang tag that has not completed requirements will cause the school to be penalized per Bylaw 27.

The squad will be admitted as a group, up to the roster limit, in uniform with a bag tag credential.

In addition, up to four (4) alternate passes will be issued for potential substitutes on the squad.

- Alternates must be eligible participants.

Any additional coaches, choreographers or squad members will be directed to a ticket gate for admission.

No children will be allowed in the warm-up area which is reserved for credentialed participants and coaches.

FLOOR LEVEL ADMINISTRATORS

There will be floor marshals in the warm-up and competition areas to assist you.

VENUE LOGISTICS

DRESSING/LOCKER ROOMS

Locker room access is not provided on-site.

Squads should arrive at the venue dressed and ready to compete as there will be limited area for dancers to change attire.

TEAM SEATING

Teams will be directed to a designated seating area in the main gym when they are not competing.



WATER

Valley High School will provide water coolers for team use.
Coaches and athletes are reminded to bring their own water bottles.

SIGNAGE, BALLOONS AND NOISEMAKERS

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.
The signs/banners must be handheld or attached in a manner not to damage the existing structure.
The signs/banner shall not cover any corporate signage or obstruct the view of patrons.
Amplified noisemakers or items that replicate game management cues are not permitted inside the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.
Artificial noisemakers of any kind are not permitted inside the facility per NFHS rules.
Balloons, which can block the view of other patrons, are not permitted at the event.
Only venue provided amplified music is permissible, but only during pre-competition, natural and planned breaks and the team provided performance music.

NON-SMOKING FACILITY

In accordance with the code of ordinances, section 14-103, smoking is prohibited within a reasonable distance, generally within 25 feet, from the outside entrance to the school.
This is to ensure that tobacco smoke does not enter the building through entrances, windows, ventilation systems or other means.
Smoking, including the use of e-cigarettes, is prohibited.

CONDUCTING THE EVENT

STATE COMPETITION JUDGES

Judges are trained/licensed and assigned by Varsity Spirit (UDA).
Varsity officials will also be used as timers for the competition.
Scoresheets will be posted on the KHSAA School Subdomain immediately following the competition.

ORDER OF APPEARANCE

Order of appearance and detailed station-by-station schedules are included as a link at the end of these instructions.
Order of appearance was decided using a blind draw.
If a school has qualified in two (2) divisions, it is only guaranteed a minimum of 20 minutes from the end of the first performance until re-entering the warm-up room for its second performance.

MUSIC COPYRIGHT

Each school is responsible for securing and verifying the music copyright form.
There will be a supervisor of all judges that will resolve questions.



MUSIC

A Sound System with CD/iPod adapter will be provided.

Note any volume settings or adjustments to provide to the technician.

No internet based music will be permitted, please be prepared.

KHSAA Coaches must have completed the NFHSLearn.com "Understanding Copyrights and Compliance" Course before sectional entry deadlines.

Each team is required to have a responsible adult remain at the music station that knows the routine and music to operate the music equipment.

This representative is responsible for starting the music and stopping the music in case of technical malfunction or injury.

Please make sure that all devices are fully charged, volume turned up and placed in airplane mode. If using CDs, make sure it's unscratched, so it doesn't skip.

COMPETITION FLOOR SPECIFICATIONS

Coaches and alternates must remain within the coach viewing area during their team's performance.

- A maximum of eight (8) - Head Coach, three (3) assistants and four (4) alternates - are permitted in the area.

No other participants from other squads or individuals will be permitted on the floor.

All squads will compete facing the basketball goal and the judge's area.

No cameras are allowed in the coach viewing area.

WARM-UP AREA SPECIFICATIONS

Squads will proceed through the warm-up area based upon the published time schedule and order of appearance.

Only the four (4) legal coaches (Head, Assistant/Choreographer) that checked in with the team are permitted in the warm-up area.

Due to liability issues, no students or children other than the participation squad and four (4) alternates are permitted in the area.

Squads should be dressed prior to entering the warm-up area.

Bags, personal sound systems/devices and other equipment will not be permitted in the warm-up room as squads should be dressed for competition prior to entering.

A certified trainer will be on hand in the warm-up room and on the competition floor, however preliminary tasks such as ankle taping school representatives prior to warming up.

A sound system with CD/iPod adapter will be provided.

Any volume settings or adjustments should be noted to the technician in charge of sound.

Coaches should remind their squad to use the restroom prior to the warm-up process as there will not be time during warm-up to do so and the clock will not be stopped once you enter the area.

Check the KHSAA website Tuesday, Dec. 17 at 5 p.m. ET for any adjustments to the time schedule due to changes in participation.

RULES POINTS OF EMPHASIS/CLARIFICATIONS

COMPETITION RULES

National Federation (NFHS) competition rules will be utilized without exception.

VIDEO REVIEW

There will be no video review for scoring or timing questions.

All scores by judges are final.



TIEBREAKER

Ties will be broken by the judging panel in accordance with UDA adopted provisions.

In the event of a first-place tie, the team with the lesser deductions will be awarded first place.

In the event of a first-place tie, if the deductions remain equal, the tie will not be broken and both teams will be awarded first place.

All other ties in each division will remain.

HEALTH INFORMATION

ATHLETIC TRAINERS

The Association will use the services of Ellis & Badenhausen Orthopaedics, P.S.C. to provide trainers for the State Dance Championships.

Athletic Training Staff will be available beginning one (1) hour prior to each session and remain available throughout the day.

Trainers will be located in the warm-up room and on the competition floor.

PHYSICAL EXAM FORM

Schools are reminded that they are responsible for ensuring parental permission to seek medical treatment is authorized for each participant.

- The Principal, Athletic Director or Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this purpose.
- The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition.

VENUE SAFETY

Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events.

Please advise KHSAA or venue personnel of any situation you encounter which you or a team member feels should be addressed to minimize risk to all involved.

Any crowd control problems or acts of violence should be brought to the attention of the event staff, which will contact the appropriate authorities.

Attendance at events is a vital family and community based activity which is encouraged.

EMERGENCY ACTION PLAN

KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan (EAP) for this event and the plan will be available upon arrival from the athletic training staff.

If an athlete or fan is in need of emergency medical attention, contact the nearest KHSAA staff member, Ellis & Badenhausen trainer or venue staff so emergency medical services can be reached.

An AED will be located at the team check-in area.

INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA, in consultation with the host facility, to make decisions in regard to postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and schools.

Staff will utilize the KHSAA website and Twitter to provide updates as well as an emergency text notification system.

KHSAA officials will make every effort to learn the weather forecast prior to the start of competition as the safety of the public and participants will be the most important factor in any decision.



SPORTSMANSHIP

The KHSAA requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values and all parties have worked hard to create a sense of teamwork, respect, responsibility and perspective.

We remind you that officials expect good behavior and will quickly penalize misconduct.

We encourage and appreciate your help in letting this competition reflect mutual respect among all participants and officials.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

SCHOOL MEDIA CREDENTIALS

Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a student or full-time school employee, for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc.

Outside entities such as professional photographers, videographers or parents may not utilize the school media pass.

This pass must be requested in advance of the start of the event through the online system using Form SI103 which is included as a link at the end of these instructions.

TRADITIONAL MEDIA CREDENTIALS

Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system.

Applications should be submitted by the editor or director at each organization.

Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid.

MEDIA RIGHTS FEE

Freelance/commercial photographers and radio stations interested in originating a broadcast of a KHSAA State Championship event are subject to a media rights fee.

Information regarding the fee for each event is available through the online credentialing system.

GENERAL MEDIA RIGHTS

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The intellectual property, corporate, broadcasting and media rights to all postseason rounds belong exclusively to the KHSAA, including titling agreements and sponsorships.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, allowances shall be made for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, allowances shall be made for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the KHSAA and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and cannot be broadcast in any form, including internet and social media.

If space is deemed available, the KHSAA has the right to designate a specific area for video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the KHSAA and shall be equitable for all teams.



TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA, shall be permitted to produce video telecasts or broadcasts at state championship events, with the exception of approved media outlets solely recording highlights for news use.

No entity, including media members, may stream live video content during postseason events including the use of social media products such as Facebook® Live and Periscope (via Twitter®).

The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

MUSIC COPYRIGHT

KHSAA schools are reminded to adhere to all music copyright laws.

FILMING

External power sources may not be used by patrons.

Spectators may film with a hand-held camera from the spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts.

Violators are subject to removal.

EVENT MERCHANDISE

KHSAA State Championship apparel will be available for sale at the event and online post event.

TeamIP is the exclusive vendor of championship apparel, please look for their display at the competition to purchase memorabilia.

No outside merchandise representative of the event may be produced by any other entity and sold or distributed at the championship venue.

POST EVENT

RESULTS

Approximately 10 minutes following the last performance of the session, all teams will be asked to return to the competition floor for awards presentations.

Awards will be presented to the first through fourth-place teams in each division.

Each team receiving a trophy is required to come forward for a group photo, including coaches.

Coaches' scoresheets will be available following the awards presentations.

TROPHIES AND AWARDS

The winning team in each division will receive a championship trophy.

The runner-up team in each division will receive a runner-up trophy.

The third-place team in each division will each receive a 3rd-place trophy.

The fourth-place team in each division will each receive a 4th-place trophy.



OFFICIAL KHSAA CHAMPIONSHIP PHOTOS

Official championship photos of the event will be available for purchase through the KHSAA's online photo gallery within 72 hours of the completion of the event.

Non-credentialed photographers must take all photos from the confines of the spectator areas, including during the awards ceremonies.

FINANCES AND EXPENSES

There is no school reimbursement for this event.

Member schools are responsible for all expenses incurred for participation.

The KHSAA underwrites the expenses of facility rental, security, first aid, judges and event workers.

IMPORTANT WEBSITE LINKS

- [KHSAA Dance Website](#)
- [UDA/KHSAA Competition Rules](#)
- [Order of Appearance](#)
- [Detailed Order of Appearance](#)
- [UDA Choreography Scoresheet](#)
- [UDA Execution Scoresheet](#)
- [UDA Scoresheet Explanations](#)
- [Directions to Valley High School](#)
- [Media Credential Request Form](#)
- [SI103 - School Media Credential Request Form](#)
- [Official KHSAA Championship Photos](#)
- [NFHS Understanding Copyright and Compliance Course](#)